

THE



BEST

AND MOST COMPLETE LINE OF

METALLIC

Vault and Office Furniture

IN THE WORLD,

MANUFACTURED BY

OFFICE SPECIALTY MFG. CO.,

FACTORIES AND MAIN OFFICE,

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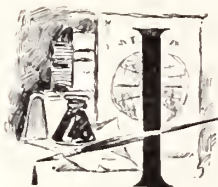
BERLIN, GERMANY, Leipzigerstrasse, 107.

and agencies in most important cities in United States and Foreign Countries.

NEW ENGLAND AGENTS:

GEO. H. RICHTER & CO.,

92 FRANKLIN STREET, . . . BOSTON, MASS.



It is impossible for one to conceive the advantages of our improved Document Files, Roller Book-Shelves and other specialties for Public Offices, Banks, Trust Companies, etc., over the old methods or other improved devices, without seeing the articles themselves in actual use.

We will not undertake in this small catalogue to give a detailed description of the advantages and construction of our goods, but will call attention to them by a few illustrations and by mentioning the more important points of advantage.

We hope in this way to interest you sufficiently to have you write to us for further information, and let us know whether you need or are likely to need, anything in our line; we will then arrange, when possible, to have one of our representatives call on you with samples of our goods suited to your requirements, or we will refer you to the nearest place where you can see our goods in use.

We have been and will continue to be, far in advance of all competitors in the intrinsic merit and practical working of the devices themselves as well as in the design, construction, workmanship and finish of our Cabinets or Cases.

The articles mentioned in this catalogue are manufactured under our patents Nos. 218,907, 254,847, 274,832, 277,170, 297,999, 312,086, 333,312, 338,788, 341,394, 345,861, 347,304, 347,305, 353,953, 354,794, 355,219, 380,490, 384,168, 395,312, 408,978, 412,625, 416,628, 435,877, 444,891. Other patents pending.

For the third time within two years, the rapid increase in the demand for our goods has made it necessary for us to increase the capacity of our metal work factory. The addition now just completed, makes our capacity in 1892 more than double what it was in 1891. See engraving of metal work factory on back of cover.

Correspondence or orders addressed to any of our offices will receive prompt attention. To avoid delay, address the nearest office named.

OFFICE SPECIALTY MFG. CO.

April, 1892.

Document Files and Cabinets.

The advantages of our Document Files for filing all kinds of folded documents, over the old methods of filing them loosely in pigeon-holes or tin or pasteboard receptacles, are very great and need only to be seen to be appreciated.

We mention a few of the most important advantages:

The capacity of any wall space can be at least doubled by the use of our Document Files.

Documents are placed in an upright position and compressed into the smallest possible space.

When Compressor is released, the Follower Board drops back to the desired angle for examination of papers; admits of reading titles and memoranda from top to bottom of each; and the removal of any desired paper without disturbing or disarranging others.

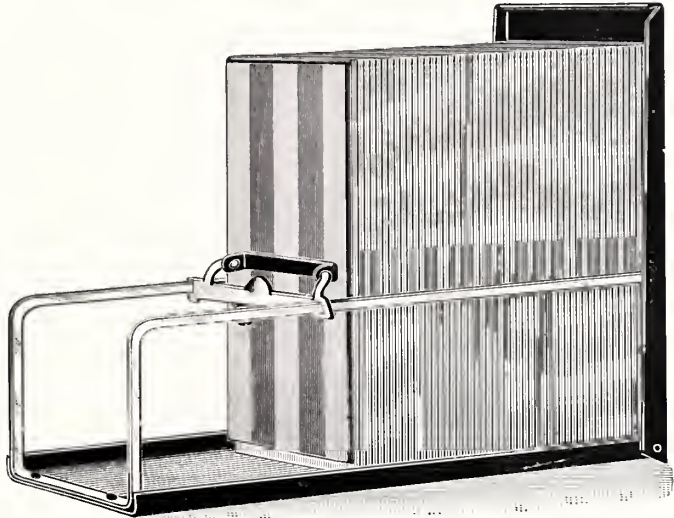


Fig. 1. U. S. DOCUMENT FILE,
with Compressor locked. (Patented.)

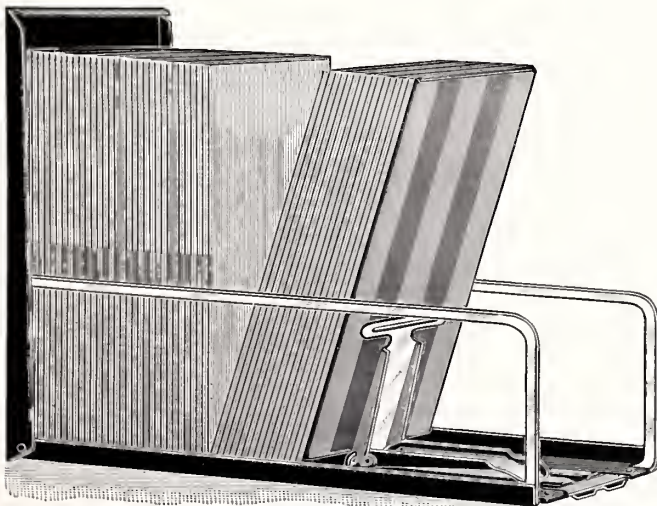


Fig. 2. LANG DOCUMENT FILE,
with Compressor released. (Patented.)

Documents are kept free from dust and insects and are not subjected to any wear in being placed in or taken from the files.

Sections of Document Files (any number up to 100) can, if desired, be fitted with our patent locking attachment, locking all the files simultaneously.

The metal used in the construction of the file-drawer proper, is best quality COLD ROLLED AND PICKLED STEEL. All exposed edges are

rounded, thereby avoiding the rough edges of cut metal, and adding to the strength of drawers. All four sides of drawer front are folded at right angles, thus increasing its strength. Its lower end is riveted to bottom, the sides of which are bent up at right angles, with folded edges, forming a brace from back to front. To further strengthen the file and brace front to bottom, a continuous piece of best quality nickel-plated flat steel rod, with round edges, is used; both ends are riveted to front and one portion of it to the end of file bottom, while the sides are of such height as to prevent papers from falling out when compressor is released.

At the option of the purchaser, either of our two styles of patent compressors, the U. S. or the Lang, are furnished. (Figs. 1 and 2.)

The U. S. Compressor is made of heavy burnished steel of best quality, copper plated and nickel plated. It slides on the flat steel rods, and to it the Follower Board is firmly riveted.

The Lang Compressor slides on a corrugated strip of heavy plate steel, with edges folded double, copper plated and nickel plated, riveted in center to the bottom of filedrawer, which is double grooved. The Compressor parts are made of heavy plate steel, both parts formed with sides at right angles, giving great strength. The Follower Board is firmly riveted to Compressor, which is easily released, either by Compressor Lever or from top of Follower Board, giving at once the desired angle for examination of papers.

The Follower Board is made of alternate strips of walnut and ash firmly glued, which make a much stronger board than if made of one kind of wood, and prevent warping and splitting.

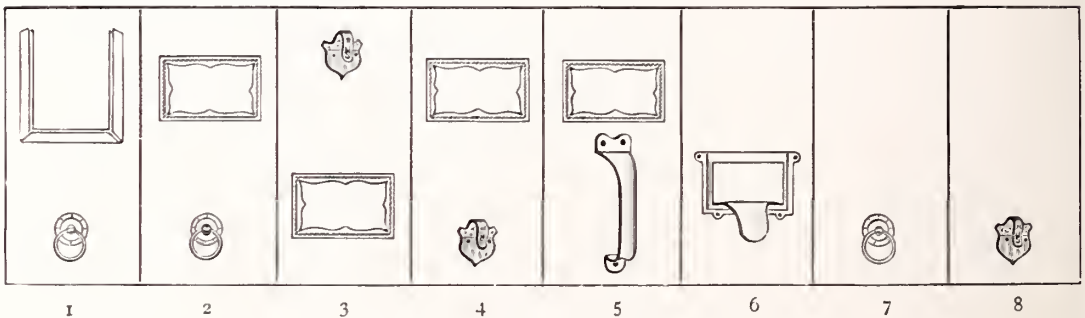


Fig. 3. TRIMMINGS.

For trimmings for fronts of metal files, we furnish either of Nos. 2, 3, 4, 5, 6, 7 or 8, as may be preferred. (See fig. 3.)

Cabinets for Document Files.

The uprights, top, bottom and shelves are made of best quality cold rolled and pickled steel. Rows of strong shelf supports are punched and formed from uprights, and the shelves, which have sides and back bent at right angles, are then forced into the shelf supports under pressure. The uprights are attached to top and bottom plates in same manner, making a cabinet of strongest possible construction. The backs are also made of cold rolled steel, have edges bent at right angles, are neatly fitted and firmly riveted to edges of uprights, top and bottom, and to each and every shelf. One angle or flange is $\frac{1}{2}$ inch wider than the one riveted with it to same upright, and is before being riveted, formed around the edges of upright and the narrower flange, thereby making the joints perfectly dust proof.

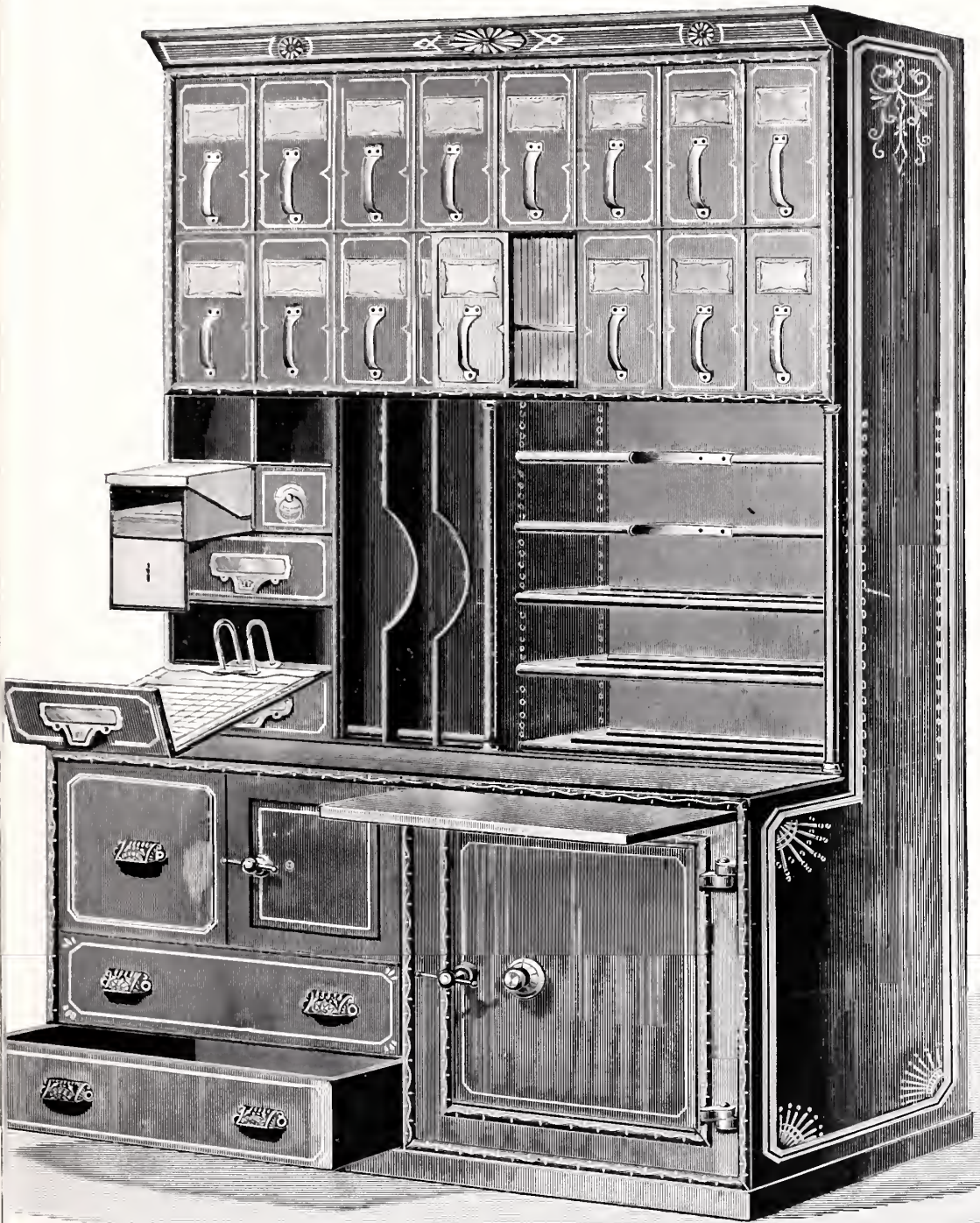


Fig. 4. In the above illustration we show as they appear in cabinets, in plainer detail than in other engravings, Document Files, small Pigeon-holes, Expansive File Boxes, Letter File-drawers, Upright Stalls with rollers, Roller Book-Shelves, Large Drawers, small Cupboard with lock and Large Cupboard with combination lock, also Sliding-Shelf, which we provide in cabinets when required.

The cabinet is strengthened by a continuous $\frac{1}{2}$ inch round steel rod, bent at corners at right angles, closely fitted to cabinet, and around this the front edges of top, sides and bottom are formed, fully encasing the same; besides adding to the strength of cabinet, it avoids all sharp edges and is of pleasing appearance. The front edges of all partitions are nicely rounded $\frac{1}{4}$ inch in diameter.

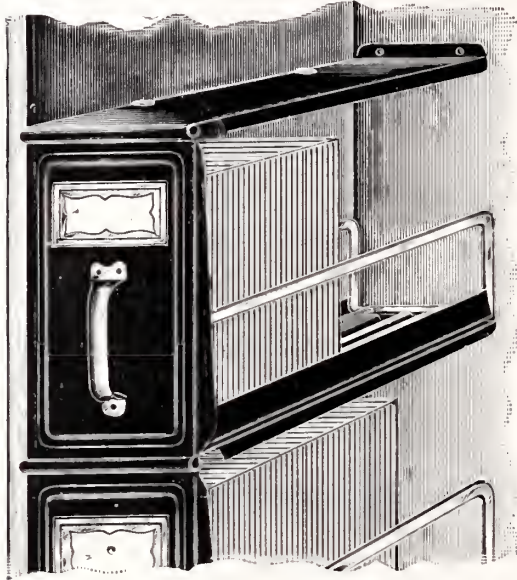


Fig. 5. shows how top of Filedrawer fits under center of rounded front of horizontal partition.

When Filedrawers are in place in cabinet the tops are just under the bottom center of front of horizontal partitions (see fig. 5), the projection of $\frac{1}{2}$ of the $\frac{1}{4}$ bead making the cabinet practically dust proof.

In many cabinets the lower portion consists of a Base containing Book-Shelves and Cupboards or Cupboards, Large Drawers, etc., and so arranged that the front portion of its top forms a ledge sufficiently wide to admit of placing Document Files on it for examination of papers. When cabinets are so constructed, suspension attachments attached direct to the Files are neither helpful or at all desirable, but with all cabinets we provide at a convenient height, Suspension Brackets (see fig. 8) on which files can readily be suspended while papers are being examined.

Base.

When the cabinet is placed directly on the floor, it is provided with a base six inches high, formed of strong bridged supports, connected with a frame of band iron, and this is strongly bolted to the bottom of cabinet. The front of base is made of heavy steel plate, riveted to bridged supports.

When cabinet rests on base containing Cupboards or Drawers etc., a bar of channel iron is riveted to top of Base and one strip of iron to bottom of cabinet, and when cabinet is placed in position, the latter strip fits snugly in the groove of the former, and this holds cabinet firmly in place.

Where there is a ledge in front of upper section of cabinet on top of base section, (see figs. 13 and 14, pages 9 and 11) the ledge is covered with Brussels carpet with edges bound with brass finished antique copper or nickel plated to match other trimmings on cabinet.

Cornice

The Cornice is formed of sheet steel with brass ornaments, finished nickel plated or antique copper, or constructed of heavy ornamental rolled steel with raised figures, and finished antique bronze or other color as desired.

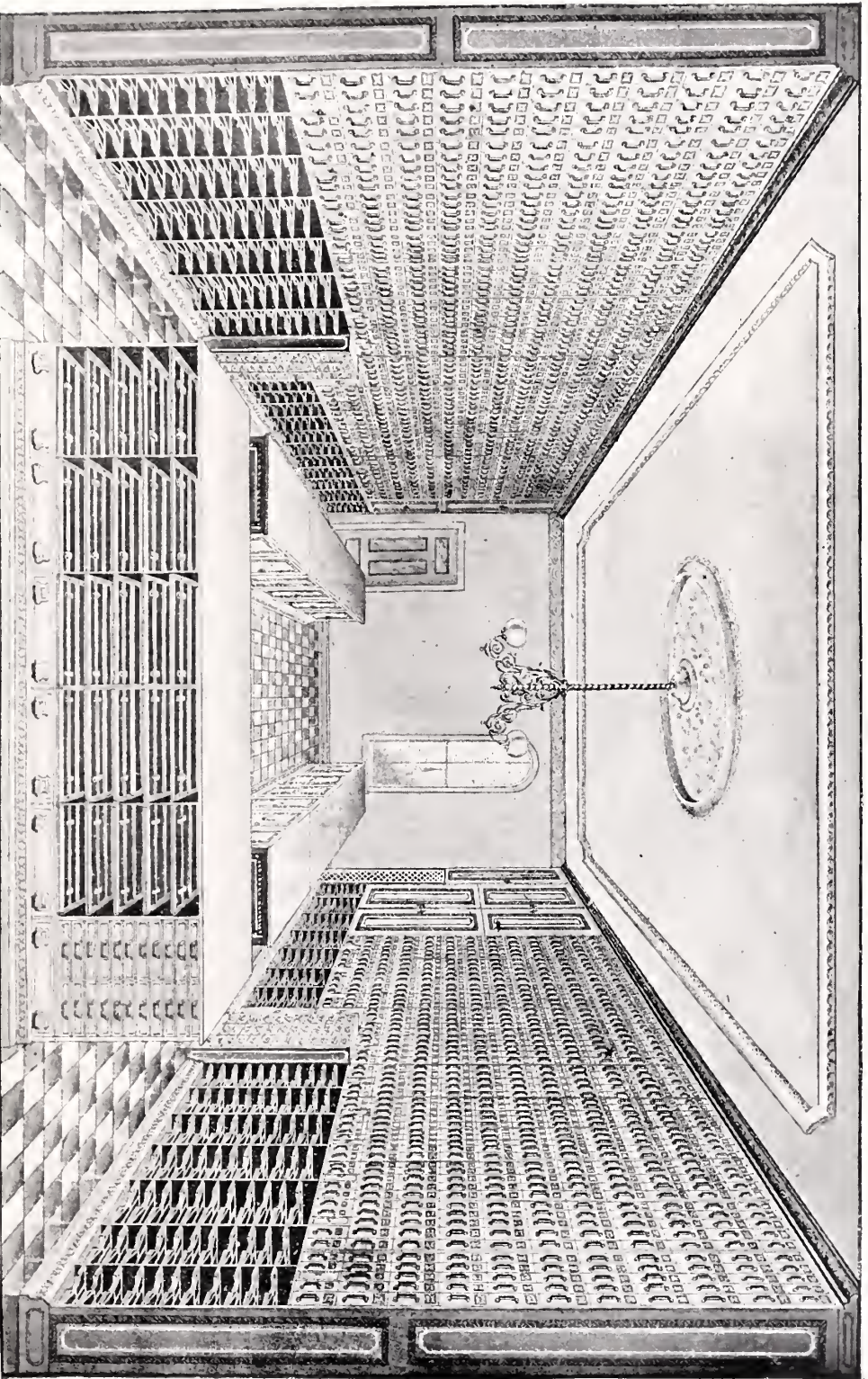


Fig. 6. Shows work placed by us in Prothonotary's office, Norristown, Pa. We also fitted out the Register's office in a similar manner, and have a large amount of our work in the other County offices there. Work consists of Document Files, Kollier Book-Shelves, extra large Cupboards, Legal Blank Drawers, Metal Counters containing Cupboards, Kollier Book-Shelves, plain Drawers of several sizes, etc., etc.

Suspensions for Metal Document Files.

When desired, we furnish suspension attachments for each file, and for this purpose we have the best and strongest devices made. Our suspension for the U. S. File (see letter B in fig. 7) is composed of two movable arms with hooks punched and formed from sheet steel; these are riveted at the lower ends to sides of file near the bottom and close to the end. When the file is withdrawn from Pigeon-hole,

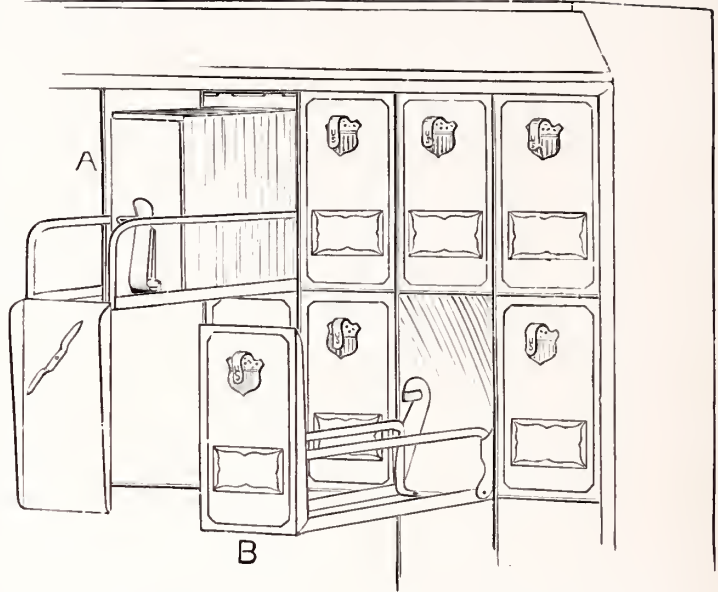


Fig. 7. SUSPENSIONS FOR METAL DOCUMENT FILES.
(Patented.)

catch in hooks formed from the upright partitions of cabinet near front edge; flanges turned from the edge of arms bear against the inside edges of flat rods at the end of file, and the file is suspended as shown.

For the Lang File we have what we call a Straight Suspension with drop front (see letter A in fig. 7). With this suspension each Pigeon-hole is provided at the top, near front edge, with a plate having two hooks. The back of file, which is formed the same as front of regular file without suspension, is provided with a strong wire across the top, and the metal is cut away in two places near each side, leaving open spaces below the wire. When the file is withdrawn, the wire at open spaces catches against the hooks, the file drops about an eighth of an inch, and the back of file, near the bottom, rests firmly against the bottom edge of Pigeon-hole, thus suspending the file as shown. The file front, which is hinged to drawer bottom, is then released by turning a knob, and the front is dropped down to position shown, thus giving free access to the papers, even though the file be entirely filled.

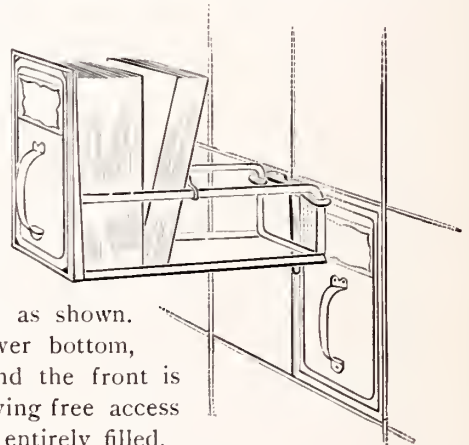


Fig. 8. Suspension Brackets.

In ordinary cases we do not recommend a suspension attachment of any kind attached to each file, as it is not of practical value in files above the level of the eye, or in the rows of files nearest the floor; and in most cases Suspension Brackets like shown in fig. 8, or Sliding Shelves like shown in fig. 4, or a Projecting Ledge like shown in fig. 14, gives much better satisfaction.

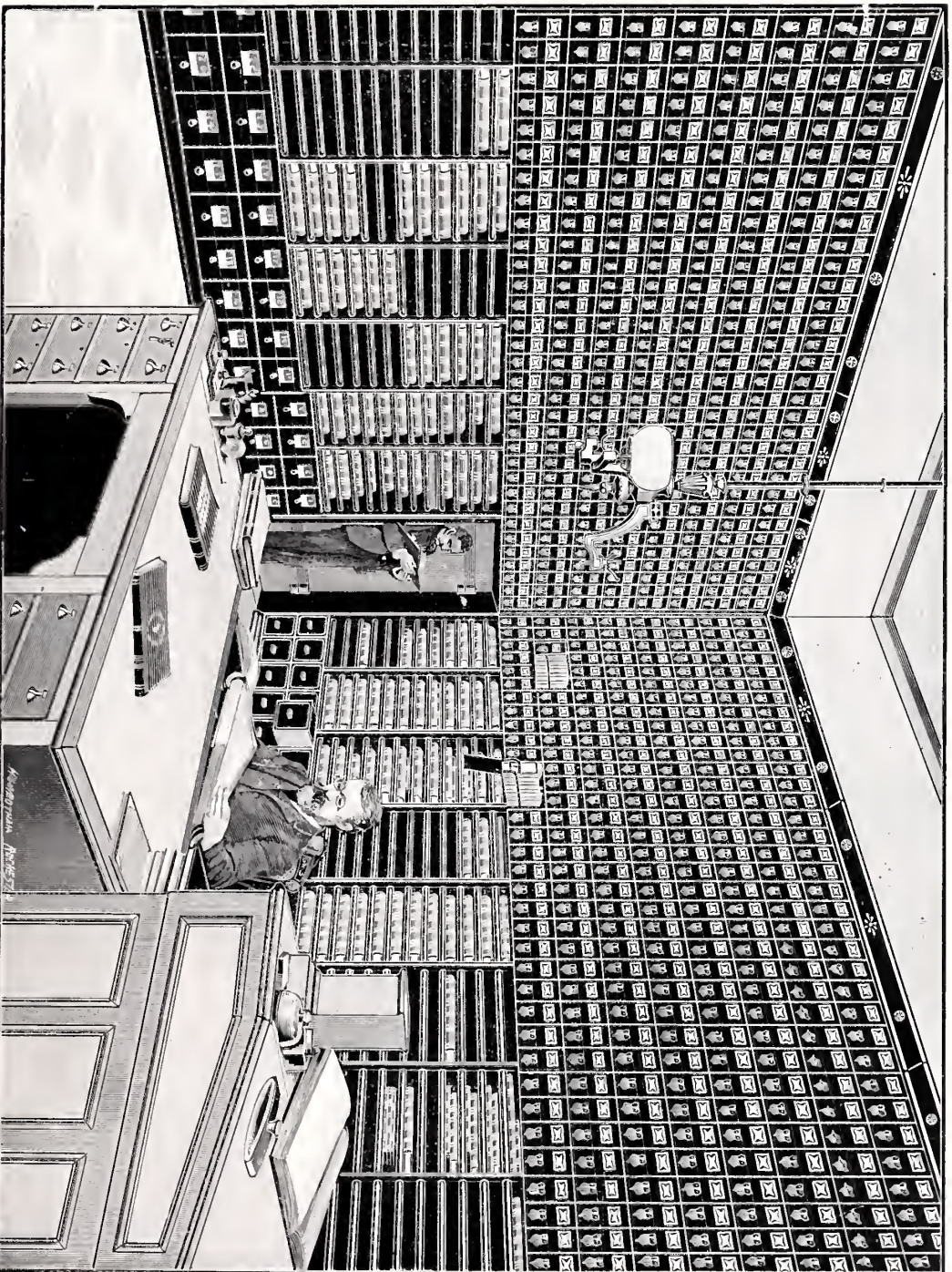
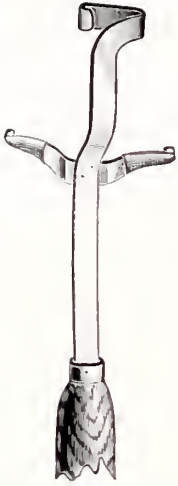


Fig. 9. One corner of a room in the Department of Justice, Washington, D. C., which is fitted with U. S. Document Files (with Straight Suspension), Roller Book-Shelves, style No. 3, and Large Drawers.



File Handler.

With all cabinets that are more than 8 ft. high we provide a File Handler (see fig. 10) of suitable length, with which files can easily be brought down from any height, thus making unnecessary the use of a ladder of any kind.

Letter File Cabinets—Metal.

We furnish cabinets of any size, composed entirely of Shannon Filedrawers, or supply any number of the latter in combination with Document Files, Check Files, Expansive Files, Plain Drawers, Pigeon-holes, Book Shelves, etc. The Filedrawers (see the ones shown in combination cabinets, figs. 4 and 14) are made of sheet steel, with rounded edges, and fitted with our Shannon filing devices. See points of advantage of the "Shannon" system of filing on page 20.

Metal Bank Check Files and Cabinets.

The Check Filedrawer has bottom and sides formed of one solid piece of best quality cold rolled and pickled steel with top edges folded double and with sides firmly braced at back end. The front is formed with top edge rounded; with sides and bottom formed at right angles, and riveted to sides and bottom of Filedrawer. The bottom is formed with groove for compressor strip which is made of heavy cold rolled steel with edges folded double, copper plated and nickel plated. Compressor is formed in same manner as described under "Lang Compressor" on page 2.

Indexes arranged as desired, are furnished with each Filedrawer.

Filedrawers have bronze combination handles and card receivers finished antique copper or nickel plated, as desired.

We furnish metal Check File Cabinets of any size, or furnish any number of Check Filedrawers in Cabinet, in combination with Document Files, Deposit Ticket Files, Letter Files, Roller Book-Shelves, Cupboards, etc. Cabinet shown on page 11 contains eight Check Filedrawers at left-hand end of lower section.

For description of the system and lists of Bank Check Cabinets kept in stock in wood, see pages 22 and 23.

Expansive File Boxes for Folded Papers.

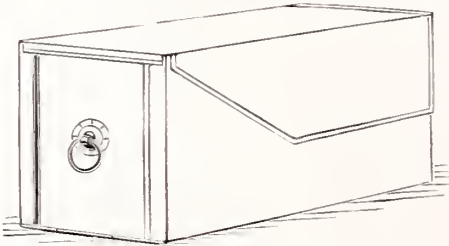


Fig. 11. Expansive File Box, (closed.)

This is the only Expansive File Box that has the back end closed, and the expansive part at the front. There is no danger of the papers dropping out when file is withdrawn. When shut, it is completely closed on all sides and ends, and can be carried by the ring or under the arm. It is the most convenient file made for attorneys to carry papers in to court. It is made of best quality cold rolled steel. We furnish them separate or in cabinets of any size.

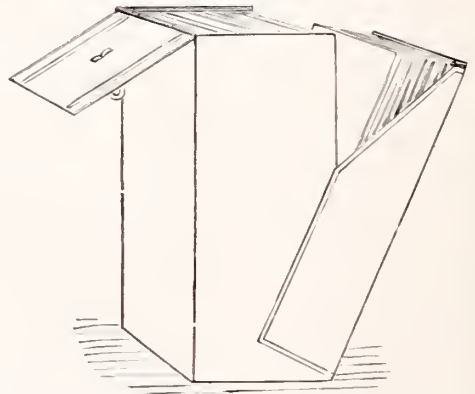


Fig. 12. Expansive File Box, (opened.)

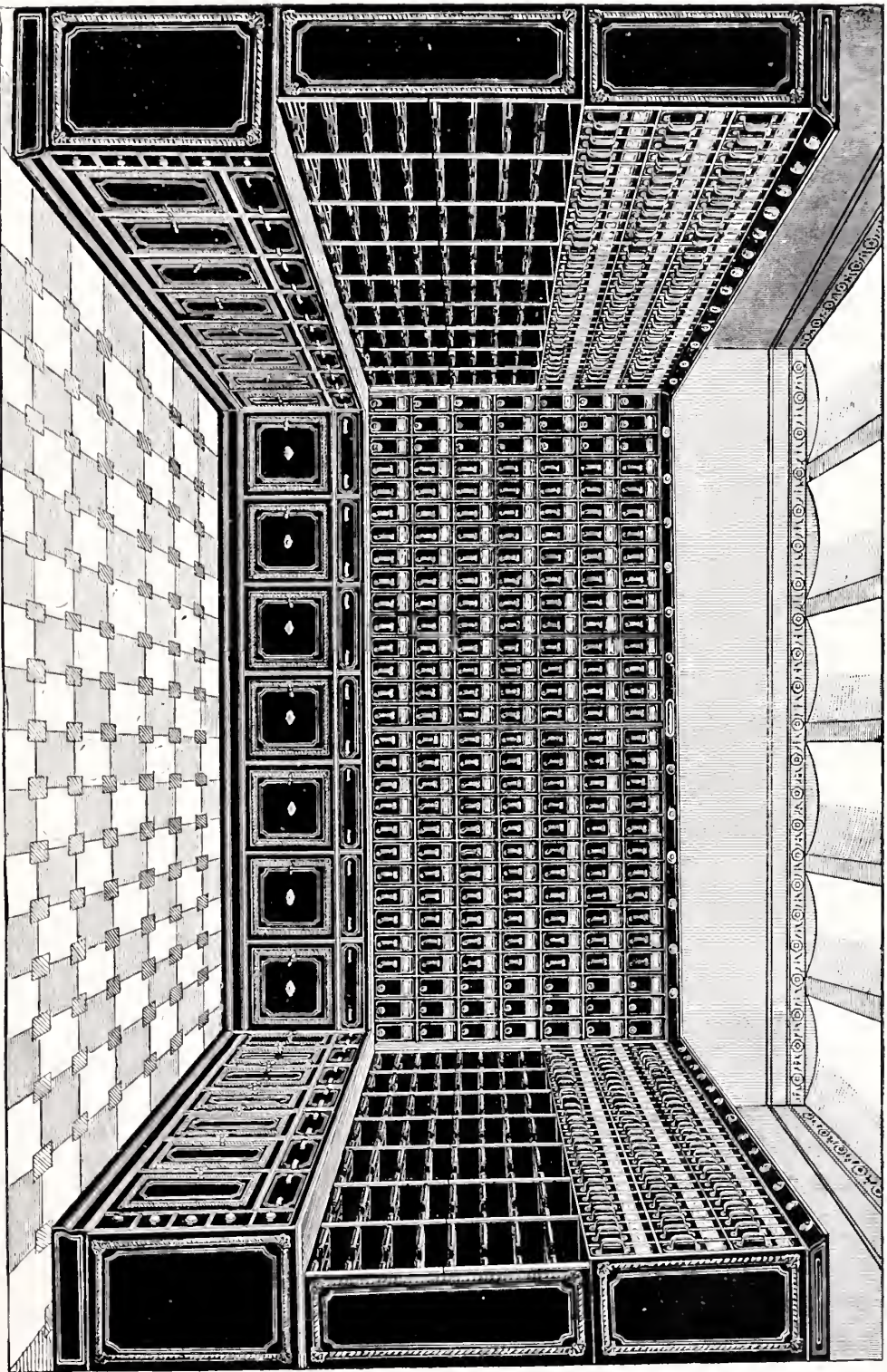


Fig. 13. Shows a portion of one of the vaults in City Hall at Pittsburgh, Pa., furnished by us. We have placed a large amount of work in various departments in this building.

Roller Book-Shelves.

The necessity for an improvement in the means of holding record books has led inventors to devise various improvements over the old-fashioned upright wooden receptacles that exist in most public offices. It was found after years of experience that when a record book stands on its end, not only is the binding injured each time the volume is removed from its place, but the threads with which the sections of the book are put together, become loosened and worn in consequence of the sagging of the paper from its own weight.

Moreover, it has been found that if a fire takes place in the building or vault in which the books stand on end in wooden receptacles, the books are generally all destroyed, because they do not form a compact mass of paper, but have air spaces between the leaves which render them inflammable, while experience has taught us that if books lie flat on their sides, it is almost impossible for them to burn up, as they form a compact mass.

In consequence of this, book-shelves have been constructed of wood to permit the placing on them of books in this manner, instead of in the upright position referred to.

Our Roller Book-Shelves are a great improvement upon all other forms of book-shelves heretofore constructed. They are made entirely of steel and brass, all connecting parts firmly riveted, and are practically *fire-proof*.

The following summary of their advantages will show why they are preferable to any other style of shelf.

First—Each shelf is provided with a series of metal rollers on which the books run so smoothly that they are protected from any wear whatever in the necessary, frequent, and continuous handling to which they must be subjected.

Second—The rollers extend across the opening the full length or width, supporting all parts of the book, which rest evenly upon them, so that there is no sagging of the book.

Third—The rollers are constructed of tubes made from best quality seamless brass tubing and cold rolled steel, and the bearings are steel pins firmly riveted to the frame-work of shelf.

Fourth—The cases are made of heavy cold rolled and pickled steel, and the workmanship, ornamentation and finish is first-class throughout.

Fifth—Should a fire take place in a vault, no damage will be done the books beyond scorching the outside, at the most.

Sixth—The chances for such a fire are reduced to the minimum by use of this incombustible furniture in the vaults instead of inflammable light woods.

Seventh—It is far more *economical* than other styles of shelves. It is well known that where ordinary shelves are used, it is only a question of time until the books have to be recovered with canvas covers or rebound. The first costs nearly as much, and the second several times as much as our best Roller Book-Shelves complete in cabinets.

We make two regular styles of book-shelves, and furnish either at the option of the purchaser.

We make the shelves to suit books of any size, and make the number of rollers in shelf in proportion to the size of book.

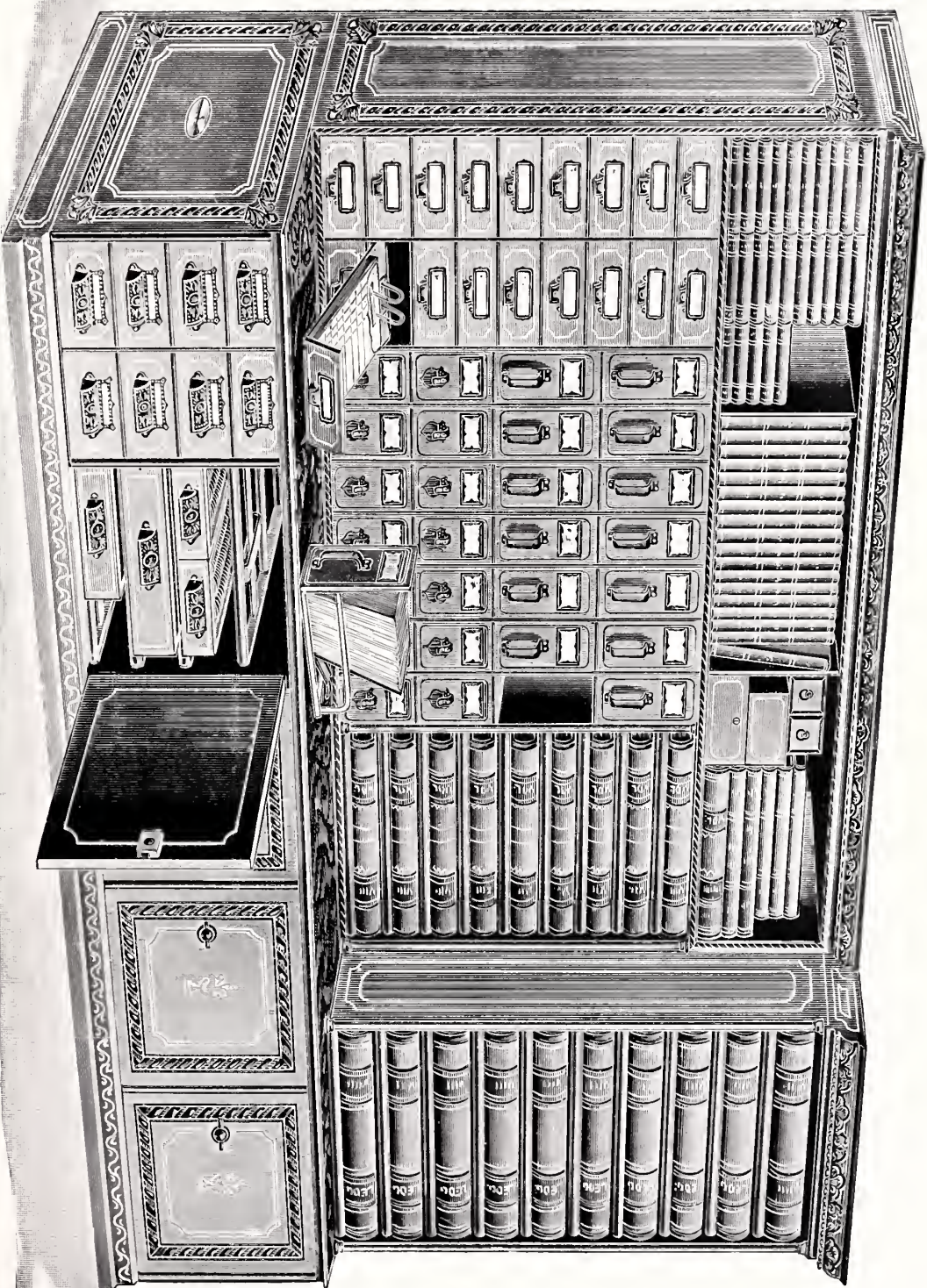


Fig. 14. Steel combination cabinet finished in silver bronze with antique copper and copper bronze trimmings; contains 3 large open spaces for draft-books, etc., 18 Shannon Letter File-drawers, 14 Lang Document Files for mortgages or vouchers, 14 Lang Deposit Ticket Files, 9 Roller Book-Shelves for medium size ledgers, 10 Roller Book-Shelves for large bank ledgers, 8 Acme Bank Check Files, 1 Cupboard with Roller Shelves for coin trays, and door with combination lock, and 3 Cupboards for storage of coin in sacks, bank stationery, etc.

Always desirous of improving the quality and construction of our goods, we have lately made some changes in the Roller Shelves, and we show below the two styles which we will furnish in future.

Style No. 3.

The shelf frame is made of band steel, firmly riveted together, and contains two continuous rollers, each the full length of shelf and one which is simply divided by thickness of center brace. The front roller, made of heavy seamless brass tubing lined inside with tube of cold rolled steel, is nickel plated or finished antique copper as preferred. Balance of rollers are tubes of cold rolled steel, finished with two coats best baking japan. In the ends of each roller there are firmly attached journals that form bearings on steel pins which are strongly riveted to shelf frame.

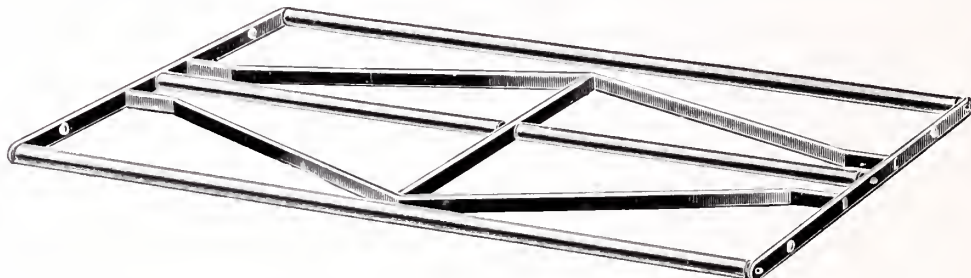


Fig. 15. ROLLER BOOK SHELF, STYLE No. 3.

This is the only shelf made at the present time in such a manner that the entire width of the book rests on a series of continuous rollers, thus preventing the book from sagging, which is the case when a series of small rollers is used.

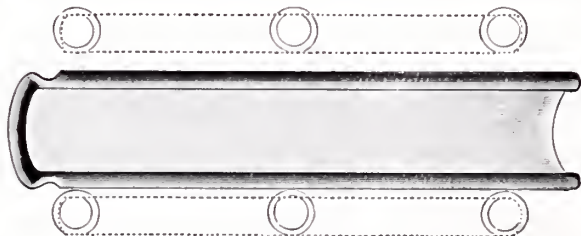


Fig. 15 1-2.

Cases with Book-Shelves are arranged for certain sizes of books, and the shelves are so placed that the book rests on the rollers as shown in Fig. 15½, the back of the book projecting from the shelf, so that it can be easily taken hold of and drawn out.

Style No. 4.

The shelf frame is made of heavy band steel, firmly riveted together and double braced, making a remarkably strong shelf. The back roller is a continuous one, full length of shelf; the center rollers are divided only by thickness of center brace; the two short front rollers are mounted in brackets, and these are firmly riveted to front bar. Rollers are exactly the same as to material and construction as described under style No. 3.

The shelves are constructed entirely of wrought steel and brass; there is no wood or cast-iron about them

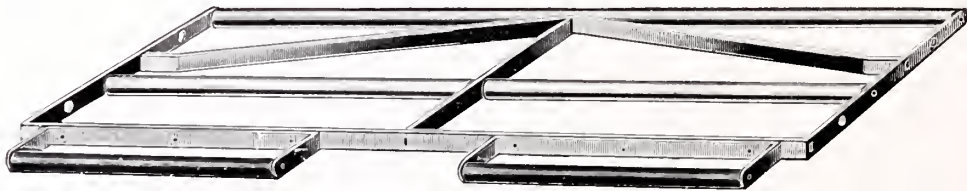


Fig. 16. ROLLER BOOK-SHELF, STYLE No. 4.

Cabinets for Roller Book-Shelves.

The upright supports are made of one solid sheet of cold rolled and pickled steel, with adjustment holes perforated ½ inch apart, so shelves can be adjusted to suit books of different thicknesses when desired. Each shelf is supported by four strong bolts passing through holes in perforated steel plates. [Continued on page 14.]

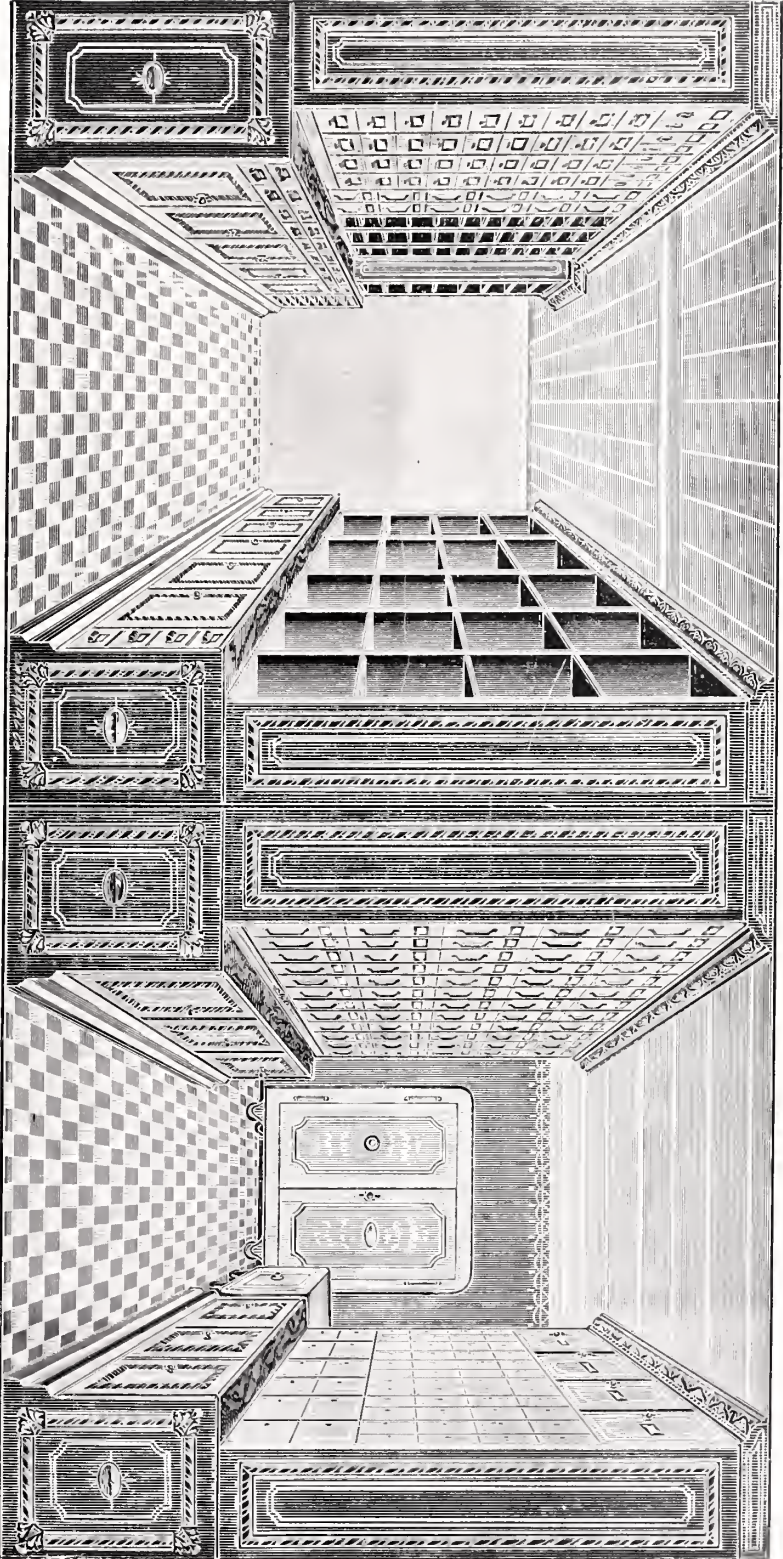


Fig. 17. Shows interior of Peninsular Savings Bank, Detroit, Mich., containing Roller Book-Shelves, Mortgage Files, Deposit Ticket Files, Letter File-drawers, Check File-drawers, Large Safe Deposit Cupboards and Boxes, Small Safe Deposit Cupboards and Boxes, and large and small Cupboards. We have our work in the vaults of Banks, Trust and Insurance Companies, etc., all over the country and in all cases it meets with unqualified satisfaction.

For description of regular base and cornice, and manner of connecting cabinet to special base containing cupboards or drawers, etc., see page 4.

In front of each steel upright are placed revolving rollers, held in place by brackets, two feet apart, attached to uprights; the rollers revolving freely on steel pins, prevent wear at ends of books.

If for any reason it is desired to have books placed in upright position, we furnish upright stalls provided with sets of rollers at bottom (as shown in fig. 4), by means of which books are handled with comparative ease, and any great wear on the end of book is prevented.

"Daily Report" Filedrawers.

With Insurance Companies and Insurance Agencies the filing of Daily Reports in a satisfactory manner has been quite a problem. Pigeon-holes, Plain Drawers, Pigeon-holes fitted with Pasteboard Boxes, also Binders of various kinds in book form have been used, but none of them have proven satisfactory in all respects. We have given the matter a great deal of thought and attention; have experimented with several forms of Filedrawers and finally produced one (see Filedrawers in upper section of fig. 18) which is far superior in every way to anything heretofore manufactured. The Drawer is made of cold rolled and pickled steel with edges rounded. The Compressor is formed of heavy spring steel wire, nickel plated, and slides on a heavy steel plate, nickel plated; it will firmly hold a single paper, adjusts itself to, and as firmly holds, any thickness of papers up to the extreme capacity of the drawer, and from any position on the slide is instantly and easily released and thrown back to position shown. These Filedrawers are fitted with suspension attachments with which drawers are suspended in position shown. Our suspension attachments are strong, reliable, and work in a most satisfactory manner.

We furnish the Filedrawers without suspension attachments, if desired.

Fronts of Filedrawers are provided with bronze combination pull and label-holder, as shown, finished nickel plated or antique copper.

Book Compressor Drawers.

For the filing of small books, pamphlets, storage of bundles of old Reports transferred from Daily Report Filedrawers and other similar uses, we provide Large Compressor Drawers (see drawer in lower section of fig. 18) made in design shown, of heavy cold rolled and pickled steel. These drawers are run into the cabinets on rollers, and are handled with ease even when most heavily laden. Each drawer is provided at the back end with strong upright bars of band steel braced with lighter strips of band steel as shown; the ends of upright bars catch against the back of upper horizontal partition and drawer is suspended as shown. The Compressor is made of heavy malleable iron with edges at right angles, and with bearing part of heavy plate steel. It is provided with $\frac{1}{4}$ thumb-screw and can be adjusted at any distance from the front of drawer to the back. The Compressor Strip is made of heavy corrugated steel, copper plated and nickel plated, with edges folded double.

Drawer Front is provided with bronze combination pull and label-holder of either of the three styles shown in fig. 18, finished nickel plated or antique copper.

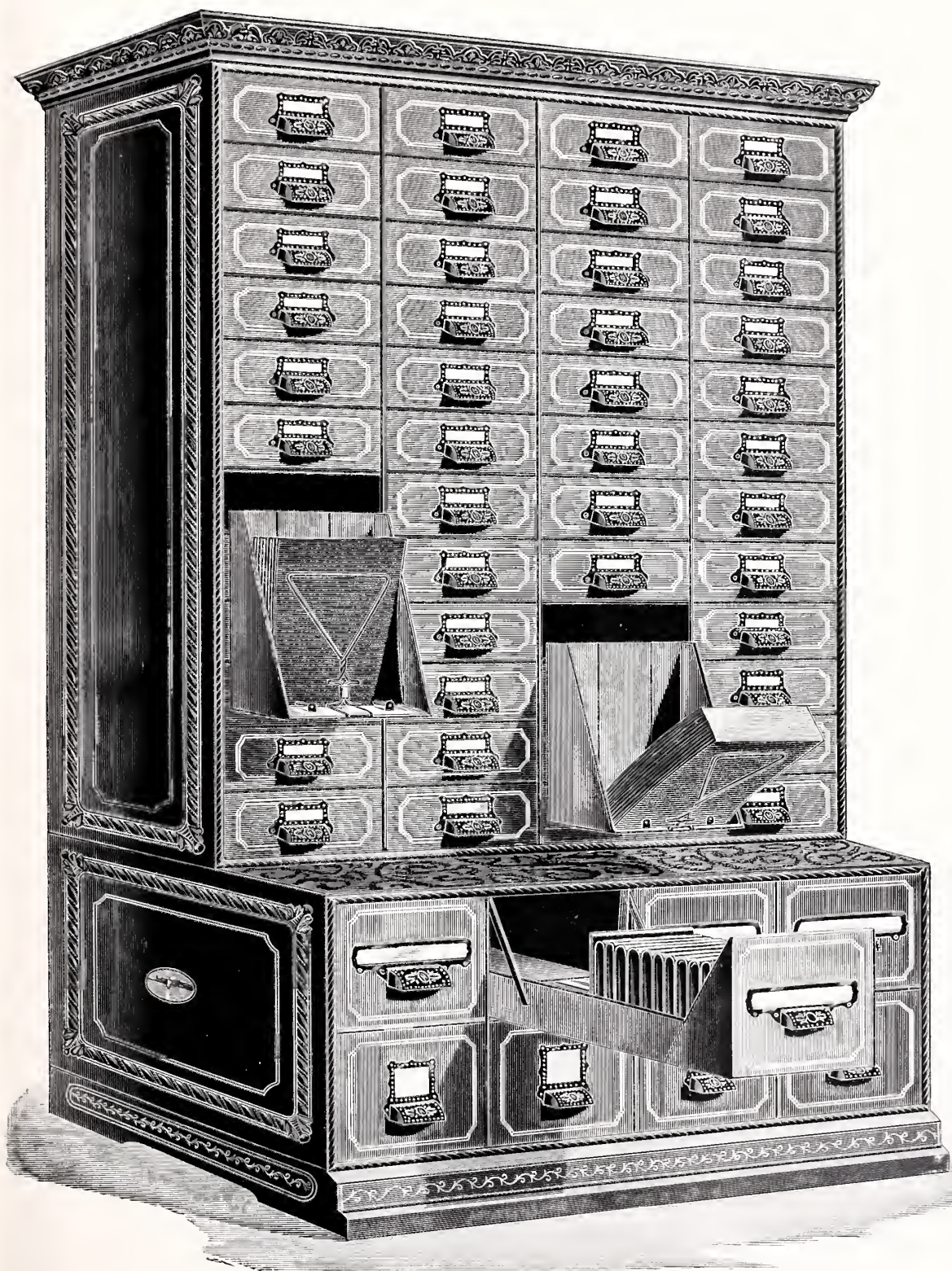


Fig. 13. Cabinet containing in the upper portion Daily Report Filedrawers and in the lower portion Book Compressor Drawers.

Pigeon-Holes—Metal.

(See Fig. 4.)

We make cabinets containing Pigeon-holes of any size and suited to any purpose. The gauge of metal is governed by the size of Pigeon-holes and the purpose for which they are intended. The front edges of all Pigeon-holes are rounded.

Plain Drawers—Metal.

(See Figs. 4 and 9.)

Drawers are made of cold rolled and pickled steel; sides and bottom formed from one piece, and backs and fronts bent at ends and strongly riveted to sides and bottom. The top edges of drawers are formed around a continuous wire, making a rounded edge. We furnish, either nickel-plated or bronze pulls, as desired. Extra large drawers have pigeon-holes provided with six rollers on which even the most heavily laden drawers will roll easily.

Cupboards.

(See Figs. 13 and 14.)

Uprights top and bottom are made of heavy cold rolled and pickled plate steel. Each upright is formed at top and bottom $\frac{3}{4}$ inch at right angles and firmly riveted to top and bottom of cupboard. The backs are of cold rolled steel with edges formed at right angles, and are neatly fitted and riveted to uprights. One angle or flange is $\frac{1}{2}$ inch wider than the one riveted with it to same upright and is before being riveted, formed around the edges of upright and the narrower flange, thereby making the joints perfectly dust proof. Cupboards are made regularly with one space, but can be divided by a shelf or shelves if desired. Heavy paneled doors, made of cold rolled and pickled steel, are hinged directly to $\frac{1}{2}$ inch steel rod running entire length of height of door making one continuous hinge. Each door is provided with nickel-plated bar-handle with catch.

Locks.

Where Locks are required on Drawers or Cupboards, we provide Sargent & Greenleaf best two-tumbler flat key locks, unless otherwise specified.

For Cupboards we also furnish two-tumbler combination safe locks, when desired. (See fig. 4.)

Vault Tables.

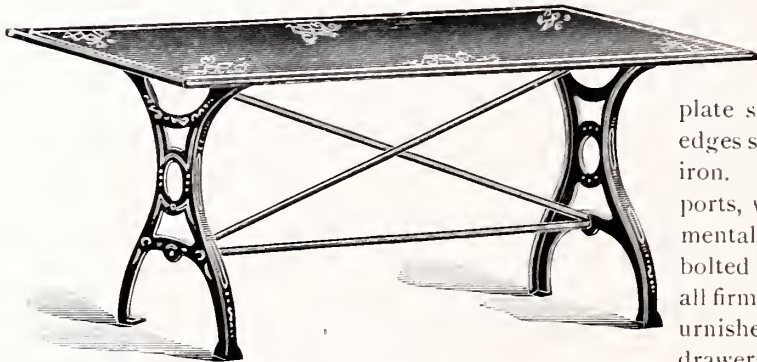


Fig. 19. Vault Table.

The top of Vault Tables is made of heavy plate steel, with all four edges stiffened with angle iron. The legs or supports, which are of ornamental cast-iron, are bolted to the top and are all firmly braced. Tables urnished with or without-drawers, and with or without cloth top. We make,

when desired, tables of special designs, with ornamental wrought-iron supports and with tops of wood, Brussels or other carpet, leather or other material.

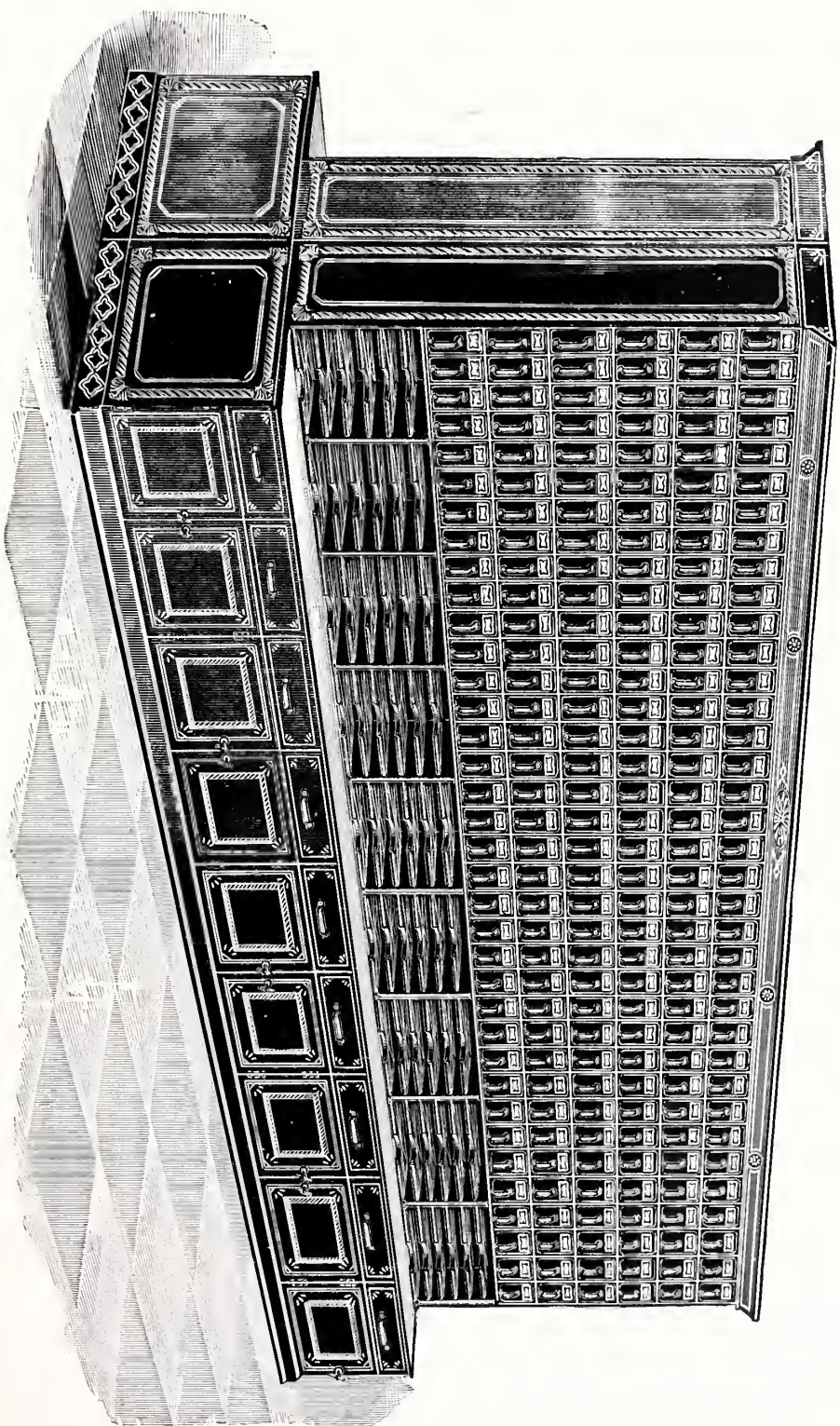


Fig. 20. Double Combination Cabinet, containing large Cupboards, large Drawers, Document Files and Roller Book-Shelves. This style cabinet is placed in the center of a room or vault, and as there is free access to it from both sides, it adds greatly to the capacity of a room or vault.

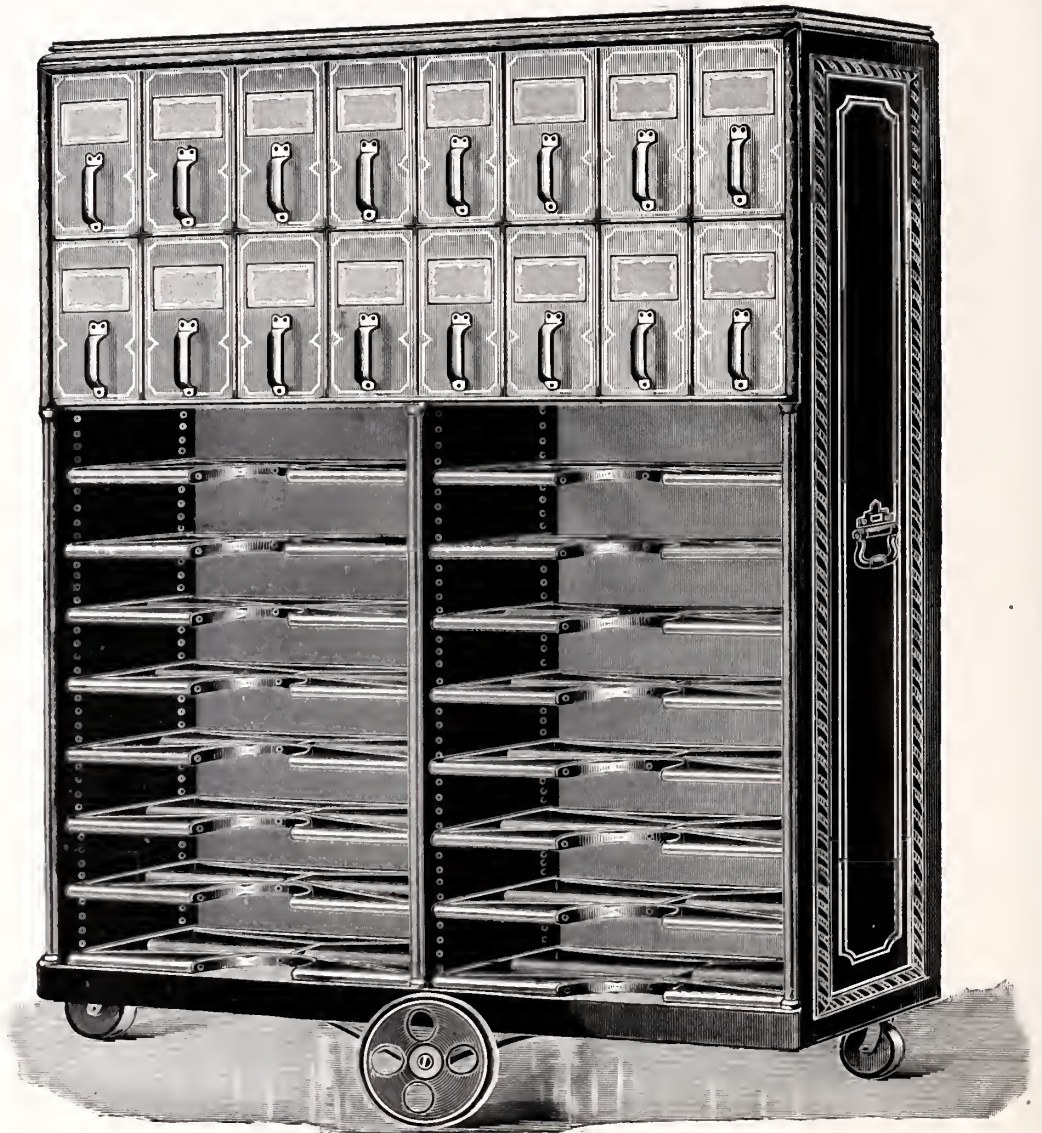


Fig. 21. OMNIBUS—METAL.

What we term an "Omnibus" is a cabinet on wheels or casters, designed to be run into a vault or fire-proof room at night, and run out to the desired position in bank or office during the day. It may contain Roller Book-Shelves, Document Files, Pigeon-holes or other devices in any quantity desired. Instead of a regular base, it has a frame of heavy angle-iron, to which are bolted the axle for large wheel in center and smaller wheels at each end. The large wheels have heavy rubber tires. Being balanced on the large center wheels the Omnibus is easily handled and the rubber tires make it practically noiseless. We make them either single or double faced as desired; they are constructed in the strongest possible manner and thoroughly braced in every direction.

FINISH, workmanship, and ornamentation are first-class throughout.

All japanned work of Cabinets, Omnibuses, Vault Tables, Desks, etc., is finished with two coats of best baking japan at a temperature of 40 degrees. All fronts and exposed parts have one emery-papered and finished with one extra coat of best finishing japan. All exposed ends, base, cornice, fronts of drawers, etc., are handsomely striped and ornamented. All cabinets of large size are made in sections that will admit of passing through doors, and arranged to be securely joined together.

NOTE—In the second line of last paragraph "40 degrees" should be 400 degrees.

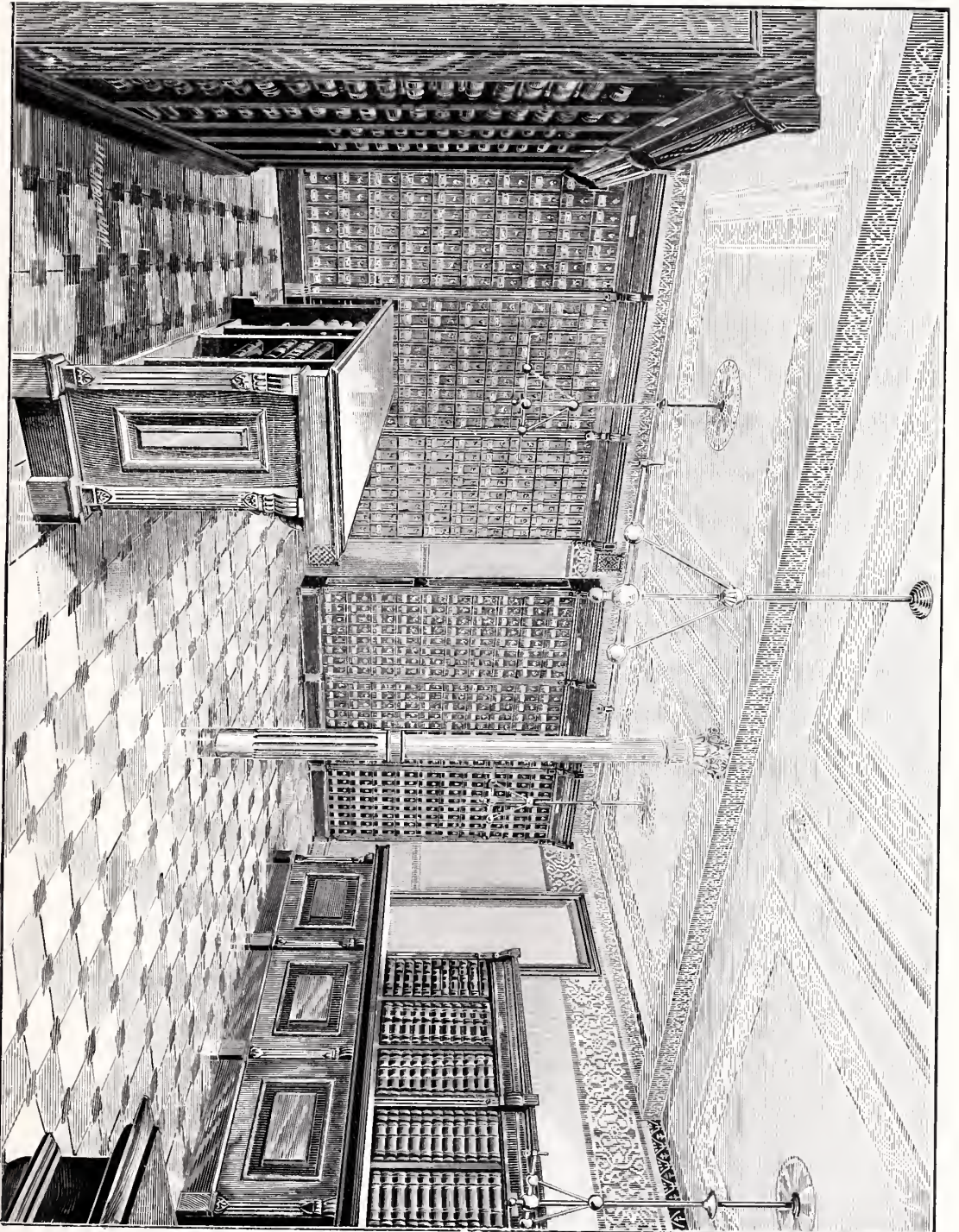


Fig. 22. A portion of the Clerk's Office, Wyoming County, Warsaw, N. Y., fitted with Lang Document Files and Roller Book-Shelves, Style No. 3, Walnut Cabinets and Cases. We furnish Cabinets for Public Offices, Banks, etc., made of wood, in most elegant designs and finish, when desired.

The Shannon Letter and Bill File.

A statement of the advantages of the Shannon Letter and Bill File is an "oft-told tale" to many thousands, it being familiar to the entire commercial world, but it is an article of such intrinsic merit that its advantages should be known to every one having even comparatively few letters, bills, or other papers that they wish to preserve. Papers filed on it are *absolutely secure* from any chance of accidental loss and can be examined with the greatest ease. It is unquestionably THE BEST and MOST CONVENIENT FILE made.

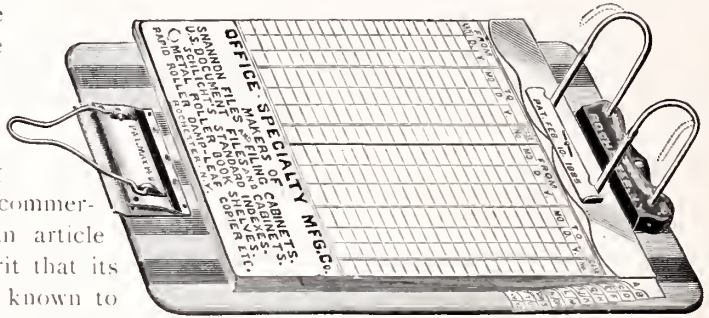


Fig. 23. No. 4A SHANNON LETTER FILE.

Points of Advantage Over Others.

First—Papers are not loose after being filed.

Second—Papers can be manipulated with the greatest of ease, their disarrangement being impossible.

Third—Papers can always be conveniently examined without removal from the files.

Fourth—Note sheets, postal cards, letter sheets, etc., can be read on the files with equal facility.

Fifth—Any papers can be removed without disarranging other papers.

Sixth—Papers from the same source may be filed by themselves, in order of date, without in the least disarranging the others. This method is the only one by which this is at all practicable.

Seventh—The convenience of the method is inherent in itself. It does not depend on the skill of those operating it.

Eighth—When a single file is used, very little room is taken up; it may be hung at the side of a desk, or in any other convenient place.

Ninth—PAPERS CAN BE EXAMINED IN THE CABINET WITHOUT REMOVING THE FILEDRAWER.

Tenth—Papers when transferred to the binding or transfer cases, are bound in book form at one operation.

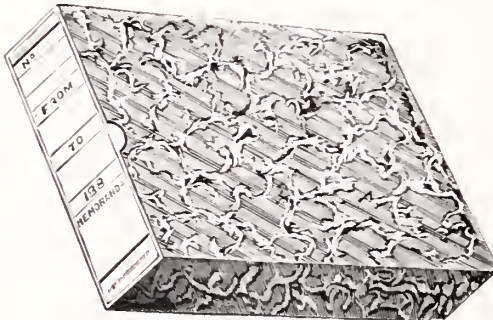


Fig. 24. BINDING CASE (Closed.)

Twelfth—Papers are not liable to loss or change of place in the binding or transfer case.

Thirteenth—Any paper can be removed from the binding or transfer case without disarranging the others.

Fourteenth—This method of filing papers costs less than others.

Fifteenth—This method of filing also secures the greatest possible convenience of reference at all times.

Eleventh—Papers are not liable to become disarranged by examination in the binding or transfer case.

The Shannon Cabinet System.



Fig 25 The Shannon Letter and Bill Filing Cabinet.

THE BEST IN THE WORLD.

ABSOLUTE SECURITY.

QUICKEST REFERENCE.

The great value of the Shannon Filing Devices has also rendered their application to a cabinet a complete success for a large correspondence.

We furnish cabinets of any size, containing from one to one hundred or more drawers.

We furnish them with or without Bases, and with or without Locking Attachment.

Send for catalogue of Cabinets.

The Rapid Roller Copier.

SAVES TIME AND MONEY.

THE ONLY PERFECT

COPYING MACHINE.

Instantaneous damp-leaf copies of any writing can be secured by merely turning a crank. This copier is invaluable, not only in Mercantile and Public Offices, but also for Railroad and Express Companies, and in Banks, Insurance and Real Estate Agencies, and in hotels for the convenience of commercial patrons. Send for special circular of Copier.

The *Shannon Cabinet* and Rapid Roller Copier when used in connection afford the most perfect system of filing together letters and copies of answers.



Fig. 26 New Improved Rapid Roller Copier.

Schlicht's Standard Indexes

FOR INDEXING PUBLIC RECORDS, LEDGERS, ETC.

The simplest, most rapid, and thoroughly practical indexes in the market.

They are used by the United States Government, many State and County Offices, Banks, Trust, Railroad and Express Companies, and Leading Business Houses in all parts of the country.

Send for special circular.

Acme Check Files and Cabinets.

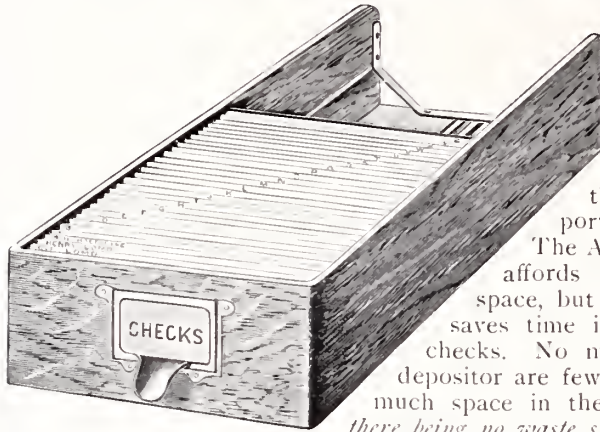


Fig. 27. Acme Check File.

In the pigeon-hole system of filing checks, drafts, etc., papers are always liable to accidental loss, are generally covered with dust and sometimes destroyed by vermin, and what is much more important, the pigeon-holes take up a good portion of very valuable vault space. The Acme Bank Check File not only affords a very great saving of vault space, but also greatly lessens labor and saves time in distributing and referring to checks. No matter whether the checks of a depositor are few or many, they occupy only as much space in the file as they actually require, *there being no waste space whatever.* The index expands as it is filled up until it reaches the extreme capacity of the file.

Standard size, 20 in. long, 10 in. wide, $4\frac{7}{8}$ in. high outside, 9 in. wide inside. We make files 13 $\frac{5}{8}$ in. long to go into cabinets with document files or book shelves.

Only the smaller banks would have sufficient capacity with a single file to satisfactorily handle their checks, so we also make them up into cabinets containing any number of files. Instead of it being necessary to go to the vault every time a check is wanted, the check file or files can be taken from the vault to the desk of the one having them in charge, thus affording almost instantaneous access to the checks of any depositor.

The Acme Bank Check Files and Cabinets are kept regularly in stock in quarter-sawn, antique oak, well seasoned, with best polished finish and are made to order, when desired, in walnut, cherry, or ash.

The Compressor and Compressor-Strip are made of extra quality sheet steel, heavily nicked. The Compressor is beyond all question the best and most convenient made.

The index sheets are made of extra tough, hard finished press board of finest quality, and each sheet is securely fastened to the Compressor Strip in bottom of file; the attachment going down beyond the bottom of inside of file makes it impossible for checks to slip under partitions from one space to another. With the Compressor drawn back to the extreme end, the index sheets can easily be removed or replaced one at a time; this is sometimes a great convenience, particularly when the names of depositors are on the index sheet and it is desired to add extra index sheets to those originally in the file. When the Compressor is released all of the index sheets together with the checks filed between them, fall back to the most convenient angle for examination, and this also throws the names of depositors or subdivisions under which checks are filed, more plainly into view than where the index sheets remain upright. The index sheets can be separated any desired distance and each one independent of the others will remain at the proper angle, thus greatly facilitating the distribution of checks or other papers. The Compressor-lever is raised to an upright position and papers compressed as firmly as desired.

For single files we furnish either of the following indexes as may be best suited to one's business or the papers to be filed. Where it is desired to file checks by the *names* of the depositors, we furnish indexes with names at top of index sheets when list of depositors is furnished us; or will provide index with blank sheets at top of which strips with names can be pasted as desired. Where it is desired to file alphabetically, we furnish index containing forty index sheets with subdivisions of the alphabet.

Where it is desired to file by date, we furnish an index of forty-three sheets, thirty-one of them being numbered from one to thirty-one, the other twelve having Jan., Feb., Mar., etc., printed on them.

The check file with the last mentioned form of index also makes the best possible "Tickler" in which to file first by months and at the first of each month by the days of the month, bills receivable and payable and memorandums of all kinds to which you desire to give attention on a certain day. In this manner you will have each morning under its proper date, all papers requiring attention during the day.

The standard size of files is 20 in. long, 10. in. wide, $4\frac{7}{8}$ in. high outside and 9 in. wide inside.



Fig. 28. ACME CHECK FILE CABINET.

Containing six Filedrawers.

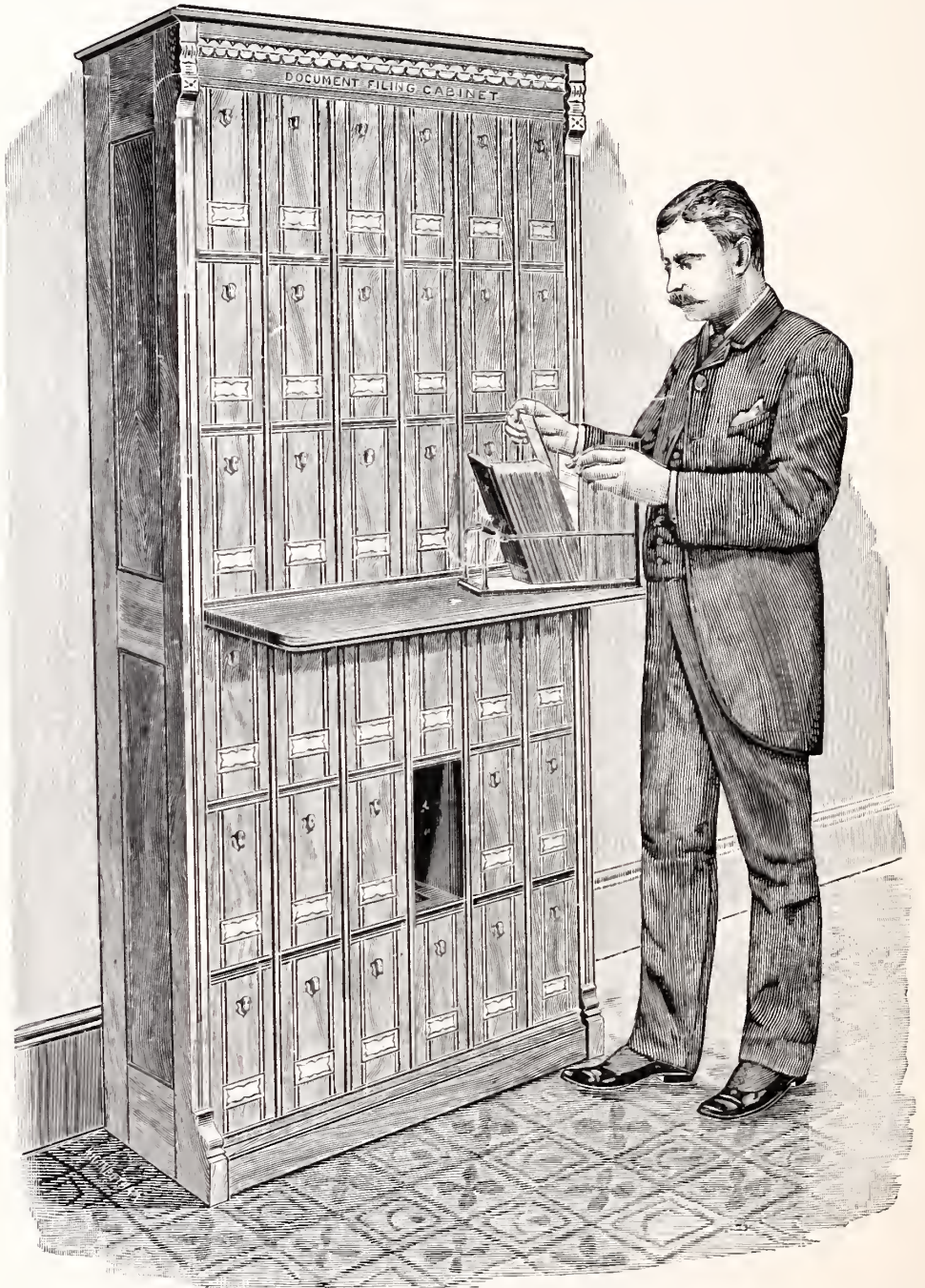
See list below for sizes and measurements.

LIST OF CABINETS KEPT IN STOCK IN WALNUT AND OAK.

NUMBER OF FILEDRAWERS.	STYLE.	FILEDRAWERS.		DIMENSIONS.	
		WIDE.	HIGH.	WIDE.	HIGH.
One, - - - - -	Like Fig. 3,	1	1	13½ inch.	8½ inch.
Two, - - - - -	" "	1	2	13½ "	14½ "
Three, - - - - -	" "	1	3	13½ "	20 "
Four, - - - - -	" "	1	4	13½ "	26 "
Five, - - - - -	" "	1	5	13½ "	36¼ "
Six, - - - - -	" "	1	6	13½ "	42¼ "
Eight, - - - - -	" "	2	4	24½ "	31¼ "
Ten, - - - - -	" "	2	5	24½ "	36¾ "
Twelve, - - - - -	" "	2	6	24½ "	42¼ "
Fifteen, - - - - -	" "	3	5	35 "	36¾ "
Sixteen, - - - - -	" "	2	8	24½ "	53 "
Eighteen, - - - - -	" "	3	6	35 "	42¼ "
Twenty-one, - - - - -	" "	3	7	35 "	47¾ "
Twenty-four, - - - - -	" "	3	8	35 "	56 "
Twenty-eight, - - - - -	" "	4	7	46 "	47¾ "
Thirty, - - - - -	" "	3	10	35 "	64½ "
Thirty-two, - - - - -	" "	4	8	46 "	53 "
Thirty-six, - - - - -	" "	4	9	46 "	58¾ "

When desired, we furnish cabinets of five or more drawers with drop-leaf extension on each side, hinged and with supports. WE ALSO MAKE CHECK FILE-DRAWERS IN STEEL, and furnish them in any number desired in steel cabinets in combination with document files, deposit ticket filers, roller book shelves, cupboards, or any other goods desired. (See page 8).

Document File Cabinets.



No. 29. Thirty-six File U. S. Document Cabinet, with sliding shelf in center. Furnished with or without Patent Locking Attachment. Specially adapted for the use of attorneys and private offices of public officials. Special cabinets made to order of any size and to fit any space. Estimates furnished. Send for special circular of Document Files and Cabinets.

The Acme Legal Blank Cabinets,

For attorneys, public officials, real estate dealers, insurance offices, etc. They also make a very convenient cabinet for filing price lists, catalogues, railroad tariff sheets, etc. The cabinets are neat in appearance and are thoroughly well constructed throughout. We keep them in stock of walnut and oak and make to order in other woods when desired.

Size of single drawers, $15\frac{3}{4} \times 9\frac{5}{8} \times 1\frac{3}{16}$

Double drawers, - - $15\frac{3}{4} \times 20\frac{1}{8} \times 1\frac{3}{16}$

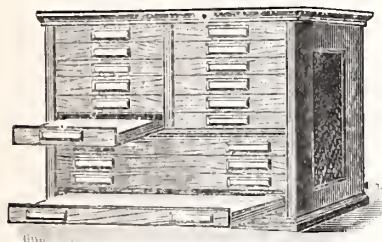


Fig. 30. Legal Blank Cabinet containing 12 single and 8 double drawers.

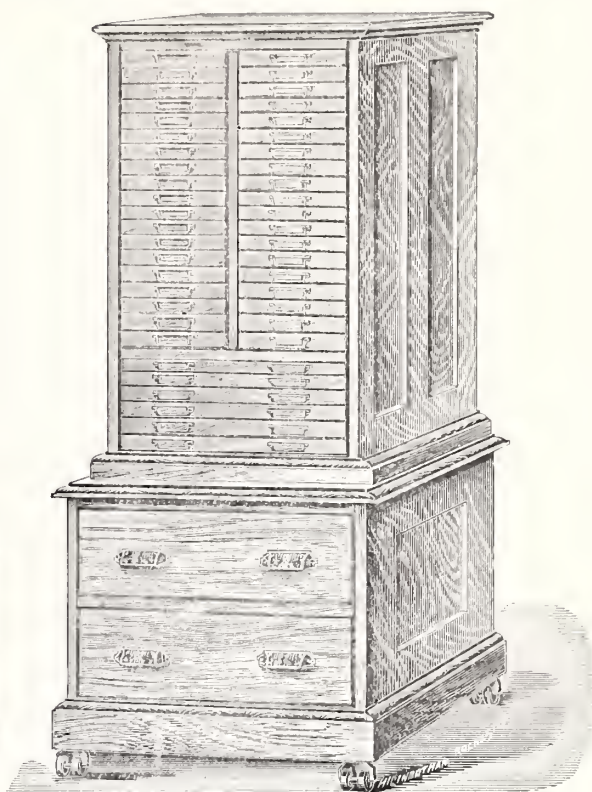


Fig. 31. Acme Legal Blank Cabinet containing 38 single and 6 double drawers, on base containing 2 large drawers.



Fig. 32. Legal Blank Drawer.

The drawer is complete with front, back and sides, and is provided with two openings in bottom, near the front, through which a finger or fingers can be placed so as to raise the front end of papers, making them very easy of access.

We also make legal blank drawers in steel and furnish them in any number desired in steel cabinets in combination with document files, roller book shelves or other goods desired.

LIST OF CABINETS KEPT IN STOCK IN WALNUT AND OAK.

TOTAL NUMBER OF DRAWERS.	NO. OF SINGLE DRAWERS.	NO. OF DOUBLE DRAWERS.	DIMENSIONS.	
			WIDE.	HIGH.
Twelve, - - - - -	12		12½ inch.	18½ inch.
Twenty, - - - - -	20		23 "	16 "
Seventeen, - - - - -	14	3	23 "	16¾ "
Thirty-two, - - - - -	28	4	23 "	27 "
Forty-four, - - - - -	38	6	23 "	36 "
Thirty-two, } Forty-four, }			with base (24 in. wide, 20 in. high, as shown).	



Shows our Metal Work Factory, 1802, with total floor space of 45,000 square feet. Our Wood Work Factory and Transfer Case and Shipping Departments (located in another part of the city) have total floor space of 36,400 square feet, making grand total of 81,400 square feet.